

# FY 2017 Budget Process Calendar

Bus Plan	Forecast	Budget	CIP	Tax	Other
----------	----------	--------	-----	-----	-------

## APRIL

April 1	◆					Revised Support Services, CTM and Fleet cost allocations sent to departments
April 1	❖					Chart of Accounts changes finalized
April 4	❖					<i>Annual Performance Report published</i>
April 6		■				eCOMBS updated with snapshot from Banner
April 8		■				Departments locked out of Sharepoint for IFR entry
April 18	◆					CMO review of enterprise departments
April 22	◆					5-Year Financial Forecast Report submitted to CMO for review
April 22	◆					Dry Run of 5-Year Financial Forecast Presentation
<b>April 27</b>	◆					<b>5-Year Financial Forecast Work Session #1: Overview Presentation (Directors Required)</b>
April 27	◆					<i>Forecast Report published and posted to Web</i>
April 30			▼			GO Debt Schedule Finalized

## MAY

<b>May 4</b>	◆					<b>5-Year Financial Forecast Work Session #2: Department Q&amp;A (Directors Required)</b>
May 4		■				New Position Data Sheets due to the Budget Office
May 4			●			eCOMBS measures periodic data entry – FY 2016 2nd Qtr and March due
<b>May 11</b>	◆					<b>5-Year Financial Forecast Work Session #3: Department Q&amp;A (Directors Required)</b>
May 12		■				Summary of Personnel Changes form due to Budget Office
May 12		■				Complete reallocation of FTEs on eCOMBS
May 13		■				Department Finance unable to make personnel changes
<b>May 18</b>	◆					<b>5-Year Financial Forecast Work Session #4: Department Q&amp;A (Directors Required)</b>
<b>May 25</b>	◆					<b>5-Year Financial Forecast Work Session #5: Department Q&amp;A (Directors Required)</b>
May 27		■				Proposed Revenue and Fee Changes due to Budget Office
May 27-June 10		■				Analysts review proposed revenue and fee changes
May 27			●			FY 2014-15 Second Quarter Financial Report
May 25			▼			Audit and Finance for proposed bond sale
May 31			●			eCOMBS measures periodic data entry – FY 2016 April due

## JUNE

<b>June 1</b>	◆					<b>5-Year Financial Forecast Work Session #6: Department Q&amp;A (Directors Required)</b>
<b>June 1</b>		▲				<b>Staff Recommended Homestead Exemption Deadline</b>
June 1		▼				CIP Budget Deliverables Due to Budget
June 3		■				IFR report due to ACMS
June 6			●			<b>Fleet:</b> Meeting to finalize vehicle replacement list
June 10		■				Proposed Budget due -- all departments
June 27		■				Department budget summaries provided to Departments
June 27-July 1		■				CMO Budget Worksessions (GF balancing and department budget briefings)
<b>June 30</b>		▲				<b>State Mandated Homestead Exemption Deadline</b>
June 30			●			eCOMBS measures periodic data entry – FY 2016 May due

**Bold:** Council Involvement

*Italics:* Resource Provided to Council

\* Item changed from previous version

4/11/2016

<http://budgetoffice/FY17BudgetCalendar.pdf>

# FY 2017 Budget Process Calendar

Bus Plan	Forecast	Budget	CIP	Tax	Other
----------	----------	--------	-----	-----	-------

## JULY

July 21	■	Dry run of corporate proposed budget presentation with CMO
July 22	■	Budget presentation templates available
July 25	▲	<b>Anticipated tax roll certification</b>
July 27	■	<b>Budget Work Session #1 - Proposed Budget Presented to Council (Directors Required)</b>
July 27	▼	<b>Proposed Capital Budget Presented to Council</b>
July 29	■	Department Budget Presentations due to Budget Office and ACMS

## AUGUST

August 1	■	<b>Public Engagement Report</b>
August 1	●	eCOMBS measures periodic data entry – FY 2016 3rd Qtr and June due
August 3	■	<b>Budget Work Session #2 - Department Presentations (Directors Required)</b>
August 3	■	<b>Maximum Tax Rate Set</b>
August 4	■	<b>Set Budget and Tax Rate Hearings for August 18 and September 1</b>
August 8	■	<b>Austin Energy Work Session #1</b>
August 10	■	<b>Budget Work Session #3 - Department Presentations (Directors Required)</b>
August 15	■	<b>Austin Energy Work Session #2</b>
August 17	■	<b>Budget Work Session #4 - Department Presentations (Directors Required)</b>
August 18	■	<b>Budget Public Hearing/Tax Rate Public Hearing/Utility Rate Hearings</b>
Late August	▼	<b>Bond Sale (Audit and finance &amp; council)</b>
August 22	■	<b>Austin Energy Public Hearing #1</b>
August 24	■	<b>Budget Work Session #5 - Department Presentations (Directors Required)</b>
August 25	■	<b>Austin Energy Public Hearing #2</b>
August 26	●	FY 2014-15 Third Quarter Financial Report
August 29	■	<b>Austin Energy Rates Work Session</b>
August 31	■	<b>Budget Work Session #6 - Department Presentations (Directors Required)</b>
August 31	●	eCOMBS measures periodic data entry – FY 2016 July due

## SEPTEMBER

September 1	■	<b>Budget Public Hearing/Tax Rate Public Hearing (morning)</b>
September 12-14	■	<b>Budget/Tax Rate Adoption (Directors Required)</b>
September 12-14	▼	<b>Capital Budget Adoption</b>
September 29	■	<b>Austin Energy Budget Amendment Adoption</b>
September 30	●	eCOMBS measures periodic data entry – FY 2016 August due

**Bold:** Council Involvement

*Italics:* Resource Provided to Council

\* Item changed from previous version

4/11/2016

<http://budgetoffice/FY17BudgetCalendar.pdf>